



California Public Employees
Retirement System

PROGRAM EVALUATOR, CalPERS

Departmental Open Examination

Exam Code: 3PA16

Final Filing Date: July 18, 2013

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY This is an **OPEN** examination for CalPERS. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY Please submit a **State Application (Form 678)** to the address indicated below. Applications may be filed in person or by mail:

Deliver in Person:

CalPERS
Human Resources Division
Exam Services Unit - (Attn: Michelle Gomez)
400 P Street, Room 3260, LPN
Sacramento, CA 95814

By Mail to:

CalPERS
Human Resources Division
Exam Services Unit - (Michelle Gomez)
P.O. Box 942718
Sacramento, CA 94229-2718

PLEASE REFER TO EXAM CODE 3PA16 ON YOUR STATE APPLICATION.
DO NOT SUBMIT APPLICATIONS TO CALHR OR THE STATE PERSONNEL BOARD.

APPLICATION DEADLINE Applications must be postmarked no later than **July 18, 2013**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after CLOSE OF BUSINESS on the filing date **will not be accepted** for any reason. **Note:** Applications **will not** be accepted via e-mail or fax.

TEST DATE It is anticipated that the written test date will be **August 17, 2013**. Applicants will be notified, by mail, of the date, time and location of the written test.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065.

REQUIRED IDENTIFICATION Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE Minimum **\$3,106** Maximum **\$4,903**
(Salaries subject to change per bargaining unit agreements effective July 1, 2013)

ELIGIBLE LIST INFORMATION An "open" eligible list will be established for CalPERS. The list will be abolished **12 months** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

EXAMINATION INFORMATION The examination will consist of a Written Test. The Written Test will include a number of predetermined job related multiple choice questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Candidates who do not appear for the Written Test will be eliminated from this examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION All applicants must meet the education and/or experience requirements for this examination by **July 18, 2013** the final filing date.

NOTE: All applications/resumes *must include "to" and "from" dates (month/day/year), timebase, civil service class title(s) and range, if applicable. College course information must include: title, semester, or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without this information will be rejected. Resumes will not be accepted in lieu of completed State Applications (STD 678).*

Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

MINIMUM QUALIFICATIONS	<p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements.</p> <p>Education: A four-year college degree, preferably with a major in accounting, business administration, public administration, economics, mathematics, management information systems, computer sciences, computer programming, or a related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)</p> <p>Experience: No experience required. Applicants must meet the education requirement.</p> <p>NOTE: Submission of a copy of either your transcripts or degree is required to verify the education requirement. Applications received without a copy of your transcripts or degree from an accredited college will be rejected.</p>
EXAMINATION SCOPE	<p style="text-align: center;">WRITTEN TEST - WEIGHTED 100%</p> <p>A. <u>Knowledge of:</u></p> <ol style="list-style-type: none"> 1. Principles and practices of business and organizational management. 2. General accounting and auditing principles and procedures. 3. Elementary statistics. 4. Basic research methods. 5. Basic word processing and spreadsheet software. <p>B. <u>Ability to:</u></p> <ol style="list-style-type: none"> 1. Apply the required knowledge. 2. Learn and apply general and specialized accounting and management auditing principles and procedures. 3. Learn and apply standards of the auditing profession. 4. Review and analyze local government, State and Federal laws and regulations, accounting records and controls, management and other related controls, and program data. 5. Conduct effective interviews with staff at all levels. 6. Conclude as to the adequacy, completeness, accuracy, and fairness of financial data and/or financial statements. 7. Prepare clear, complete, and concise work papers and reports to effectively communicate results of work. 8. Effectively incorporate the use of microcomputers in performing evaluations and investigative tasks and preparing reports. 9. Gain and maintain the confidence and cooperation of those contacted during the course of work.
POSITION DESCRIPTION	<p>This is the entry level in the series. Under supervision, incumbents assist in the planning, data gathering, analyzing, and reporting tasks associated with internal audits, evaluations and reviews, field audits, or special studies. Incumbents may also independently perform smaller or less complex assignments and/or assist in the completion of a segment of a larger or more complex assignment.</p> <p>Positions exist within the California Public Employees' Retirement System in Sacramento.</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Willingness to travel and work away from the headquarters office and work long and irregular hours; demonstrated ability to act independently; open-mindedness; flexibility; tact; willingness to pursue a course of continuing professional education as prescribed by the Standards for the Professional practice of Internal Auditing.</p>
VETERANS PREFERENCE	<p>Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance exam.</p>
CAREER CREDITS	<p>Career credits will not be granted in this examination.</p>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at the California Department of Human Resources Office (CalHR), local offices of the Employment Development Department, the CalPERS personnel office and online at <http://jobs.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

CalPERS reserves the rights to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the California Department of Human Resources Office (CalHR) Job Center.

General Qualifications: Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in appraising experience, more weight will be given to the breadth of experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

Career Credits: Career Credits are granted only in Open, Non-promotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions as described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

Veterans Preference: California law allows granting of veterans preference credit in Open and Open, Non-promotional examinations. Credit in open entrance examinations is granted as follows: 15 points for disabled veterans; and 10 points for all other veterans, widows and widowers of veterans, and spouses of 100% disabled veterans. Credit in Open, Non-promotional examinations is granted as follows: 10 points for disabled veterans and five points for other veterans. Directions for applying for veterans' preference credit are on the Veterans Preference Application (Form 1093) which is available from the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001, and participating offices of the Employment Development Department, and on the Internet at <http://jobs.ca.gov/Job/Veteransinformation>.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in a place of high school on a year-for-year basis.

TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Service for the Deaf or Hearing Impaired: From TDD Phones: 1-800-735-2929, From Voice Phones: 1-800-735-2922